

## Processing a Change of Appointing Office (CAO)

---

### Introduction

As of October 7, all Agencies will have deployed the EHRP system. Since the deployments are complete, the EHRP team will implement different procedures for processing Changes of Appointing Office (CAO's). The key difference with this new approach is that the Agencies will no longer have to utilize the Help PoC system.

This procedure will take 2 scenarios into consideration. The first scenario will be when an employee is moving from one DHHS agency to another DHHS agency, for example, from FDA to NIH. The second scenario will be when an employee moves from one Admin Code to another within the same agency, for example moving from DAFA to DBR within FDA.

*NOTE: The losing Agency or Admin Code should be sure to stop the special pays when initiating or performing a CAO action.*

---

### Navigational Path

**Home → Administer Workforce → Administer Workforce (USF) → Use → HR Processing**



**Or**

**Access the item using the Worklist.**

---

### Navigational Tips



- The  icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.
  - The  icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.
- 

### Security and CAO



Since this employee is changing agencies (or admin codes) within DHHS, the new agency is unable to see the employee's record due to the security profiles created within EHRP. Security ultimately determines your access to view the employee's record. Thus, it is critical that the Agency from which the employee is transferring initiates this process.

---

## PROCESSING THE CAO AS THE LOSING AGENCY

**Procedure** The following steps detail the procedure for processing a CAO as the Losing agency using the EHRP system:

- 1** The Gaining Agency contacts the losing agency to initiate the CAO action.

*NOTE: The Gaining Agency must communicate the effective date of the action and the position number the employee will be occupying.*

- 2** If the employee was entitled to special pay, stop these special pays.

- 3** Process a stop for all special pays using the applicable stop NOAs.

*NOTES: The special pays include union dues deduction, subsistence deduction, quarters deduction, laundry deduction, cost-of-living allowance (COLA), post differential allowance, uniform allowance and PCA. For additional information about stopping the special pay see Chapter 12 Section 10a and Chapter 16 Section 4 in your HR Training Manual.*

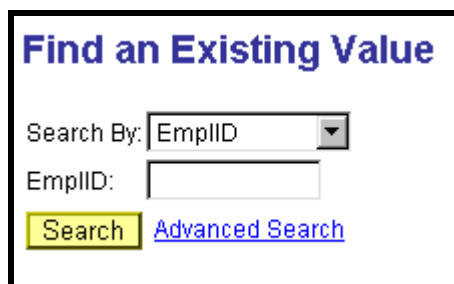
- 4** When the Losing Agency is done with the employee's record, they will initiate the CAO action by following the steps below.

*NOTE: Once the action has been initiated, the losing agency will no longer have access to the employees record.*

- 5** Follow the navigational path:

Home ➔ Administer Workforce ➔ Administer Workforce (USF) ➔  
Use ➔ HR Processing

The **Find an Existing Value** page appears.



- 6** Select the variable you would like to **Search By** from the drop down list.

The search options include:

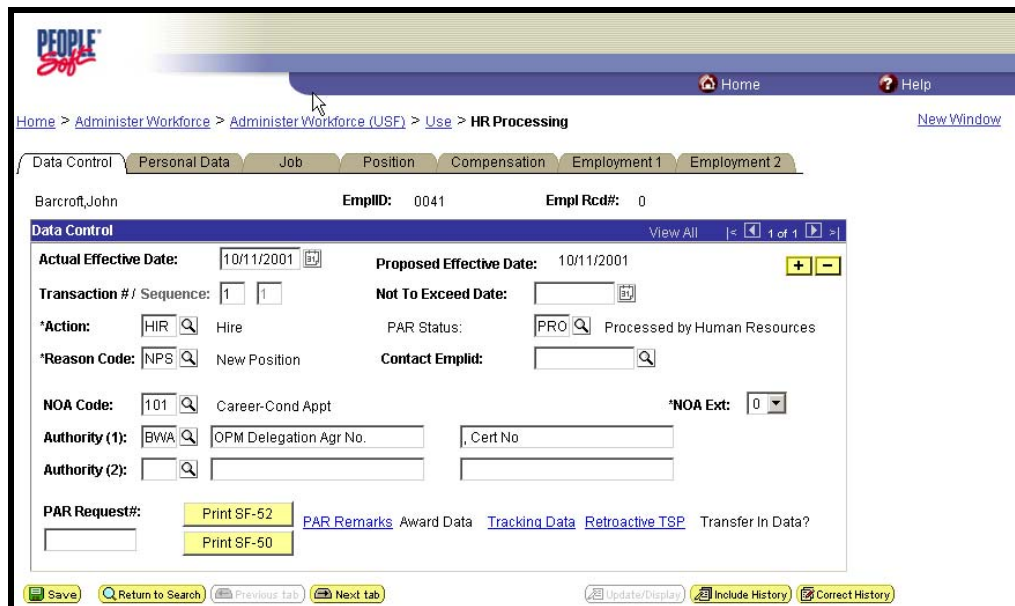
|               |
|---------------|
| Empl Rcd Nbr  |
| <b>EmplID</b> |
| Last Name     |
| Name          |

7 Enter the appropriate variable in the next field. (i.e. Last Name)

8 Click .

9 Select the correct employee.

The following **Data Control** page appears:



*NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee.*

10 Click the  in the **Data Control** box to insert another row into the employee's record.

11 Enter the **Actual Effective Date** for the change of appointing office action.

12 Change the **PAR Status** to "INI."

13 Enter "XFR" in the **Action** code field.



14 Enter the applicable **Reason Code**.

15 Click the **Job** tab.

The following **Job** page appears:

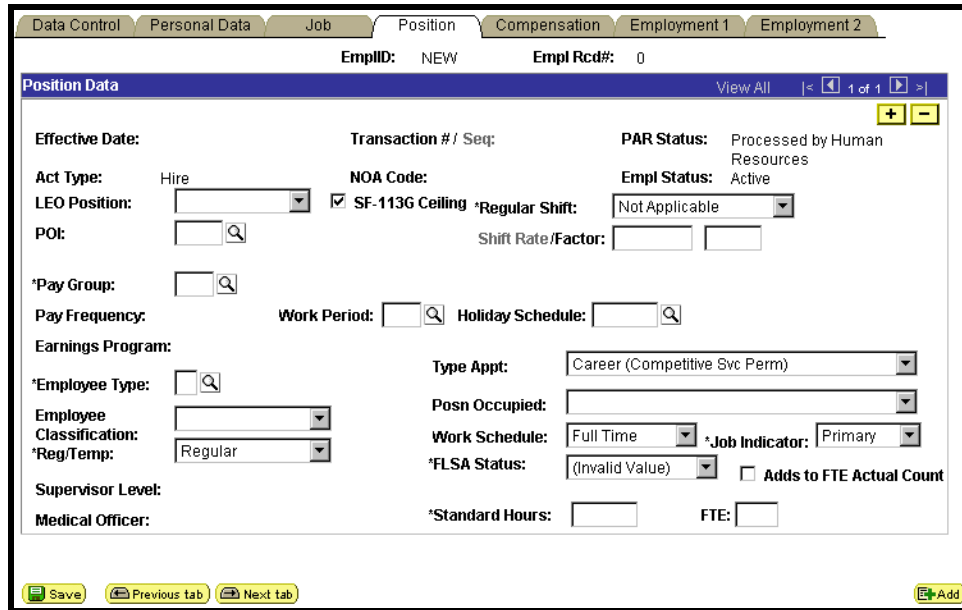
The screenshot shows the 'Job Data' page in the PEOPLE Soft HR Processing system. The page is for employee Barcroft, John (EmplID: 0041, Empl Rcd#: 0). The 'Job' tab is selected. The page displays various fields for job information, including Effective Date (10/11/2001), Transaction # / Seq (1), PAR Status (Processed by Human Resources), Act Type (Hire), NOA Code (101), Empl Status (Active), Position (00006726), Job Code (98H224), Agency (HE), Sub-Agency (11), Business Unit (PSC00), Department (PBJ), Location (241360031), and Tax Location (NA). There are also checkboxes for 'Posn Mgmt Rcd' and 'Position Override'. The page includes a 'View All' link, a 'New Window' link, and a 'Save' button. There are also links for 'Benefits/FEHB Data', 'FEGLI/Retirement/FICA', 'Departmental Hierarchy', and 'Detail'.


16 Enter the **Position** number.

*NOTE: This is the position number that the employee will occupy in the Gaining Agency.*

17 Click the **Position** tab.

The following **Position** page appears:



- 18 Enter the Pay Group in the **Pay Group** field.
- 19 Click .
- 20 Contact the Gaining Agency to inform them that the action has been initiated.

## PROCESSING THE CAO AS THE GAINING AGENCY

**Procedure** The following steps detail the procedure for processing a CAO as the Gaining agency using the EHRP system:

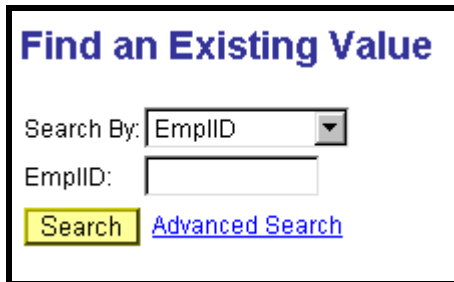
- 1 The Losing Agency notifies the Gaining Agency that the CAO action has been initiated.
- 2 The Gaining Agency will then follow the steps below to complete the processing of the action.

*NOTE: The person processing this action must have Correct History capability.*

- 3 Follow the navigational path:

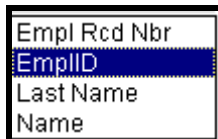
Home → Administer Workforce → Administer Workforce (USF) → Use → HR Processing

The **Find an Existing Value** page appears.

The image shows a web form titled "Find an Existing Value" in blue text. Below the title, there is a "Search By:" label followed by a dropdown menu currently showing "EmplID". Below that is an "EmplID:" label followed by a text input field. At the bottom left is a yellow "Search" button, and at the bottom right is a blue "Advanced Search" link.

- 4 Select the variable you would like to **Search By** from the drop down list.

The search options include:

The image shows a dropdown menu with four options: "Empl Rcd Nbr", "EmplID", "Last Name", and "Name". The "EmplID" option is currently selected and highlighted in blue.

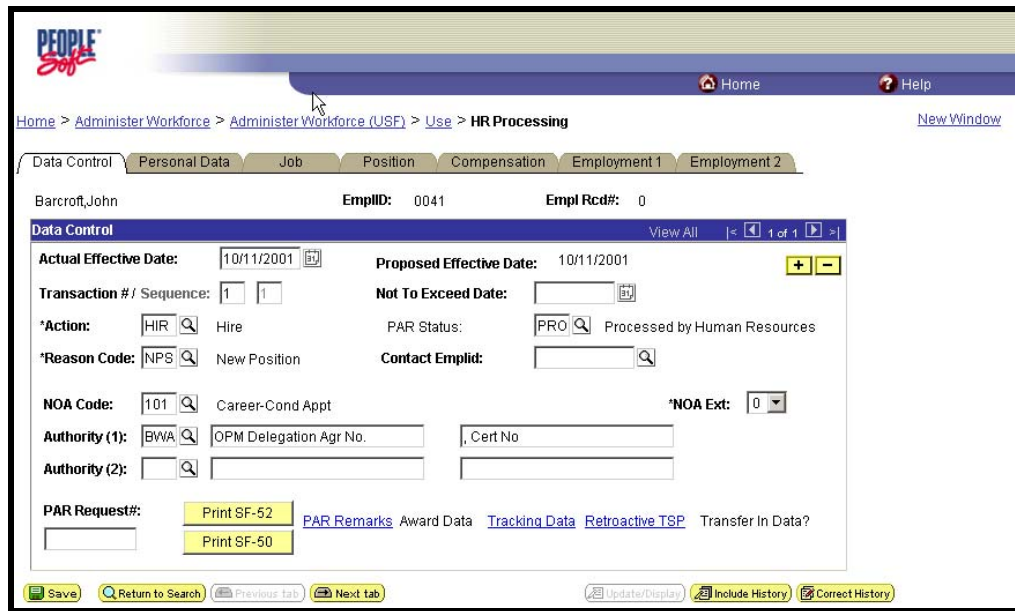
- 5 Enter the appropriate variable in the next field. (i.e. Last Name)

- 6 Click .

- 7 Select the correct employee.

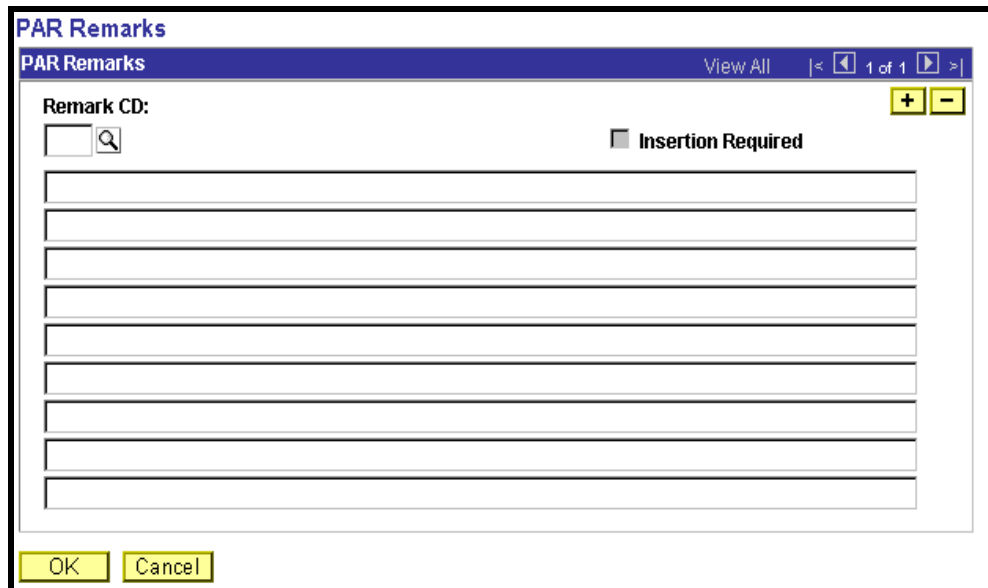
*NOTE: Be sure **Correct History** is selected.*

The following **Data Control** page appears:




- 8 Locate the initiated CAO action.
- 9 If necessary, update the **Actual Effective Date** for the change of appointing office action.
- 10 Change the PAR status from INI to either REV or PRO depending on the agency's policy.
- 11 Verify the data entered on the Data Control page.
- 12 Enter the applicable NOA Code in the **NOA Code** field.
- 13 Enter the **NOA Ext** (Extension).
- 14 Enter **Authority (1)**.
- 15 To enter **PAR Remarks**, click the hyperlink of the same name.

The following **PAR Remarks** sub-page appears:



16 Enter the applicable **Remark CD (Code)** and tab out of the field to see the text of the remark.

17 To add additional remarks, use the  to insert a row.

*NOTE: If the **Remark CD** contains a “\*\*\*\*\*”, you must replace the asterisks with specific information. (i.e. this field may prompt you to enter date)*

*NOTE: To enter a freeform remark, enter “ZZZ” in the **Remark CD** field. Enter applicable remark text in sentence format. Text should fill the line. Once the line is filled, move to the next line. There is no autowrap feature. Do not hyphenate across lines. If a word requires hyphenation, move it to the next line. Do not use bullets or dashes. The “ZZZ” remark can only be used once for each personnel action.*

*NOTE: Within the EHRP system, there is no limitation to the amount of remarks that can be captured.*

### Mandatory Remarks




The system does not generate or suggest mandatory remarks that need to be entered in accordance with the NOA Code you are processing. Use the appropriate remarks based on OPM processing guidelines. There will no longer be HHS specific remarks for entry, except for the freeform ZZZ.





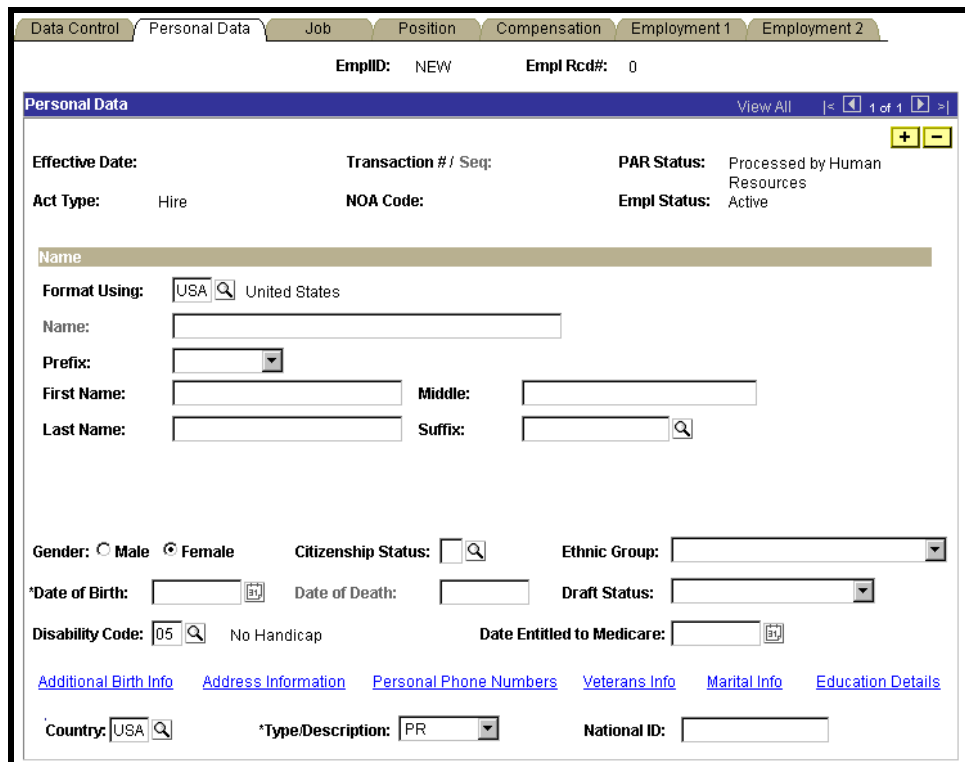
**Procedure  
(cont'd)**  
**18**

Click  to return to the **Data Control** page.

**19**

Click on the **Personal Data** tab.

The following **Personal Data** page appears:



The screenshot shows the 'Personal Data' page in a web application. At the top, there are tabs: 'Data Control', 'Personal Data' (selected), 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'. Below the tabs, there are fields for 'EmplID: NEW' and 'Empl Rcd#: 0'. The main section is titled 'Personal Data' and includes a 'View All' link and navigation buttons. The page contains several form fields and sections: 'Effective Date:', 'Transaction # / Seq:', 'PAR Status: Processed by Human Resources', 'Act Type: Hire', 'NOA Code:', 'Empl Status: Active'. A 'Name' section includes 'Format Using: USA United States', 'Name:', 'Prefix:', 'First Name:', 'Middle:', 'Last Name:', and 'Suffix:'. Below this, there are fields for 'Gender: Male Female', 'Citizenship Status:', 'Ethnic Group:', 'Date of Birth:', 'Date of Death:', 'Draft Status:', 'Disability Code: 05 No Handicap', and 'Date Entitled to Medicare:'. At the bottom, there are hyperlinks: 'Additional Birth Info', 'Address Information', 'Personal Phone Numbers', 'Veterans Info', 'Marital Info', and 'Education Details'. There are also fields for 'Country: USA', '\*Type/Description: PR', and 'National ID:'.

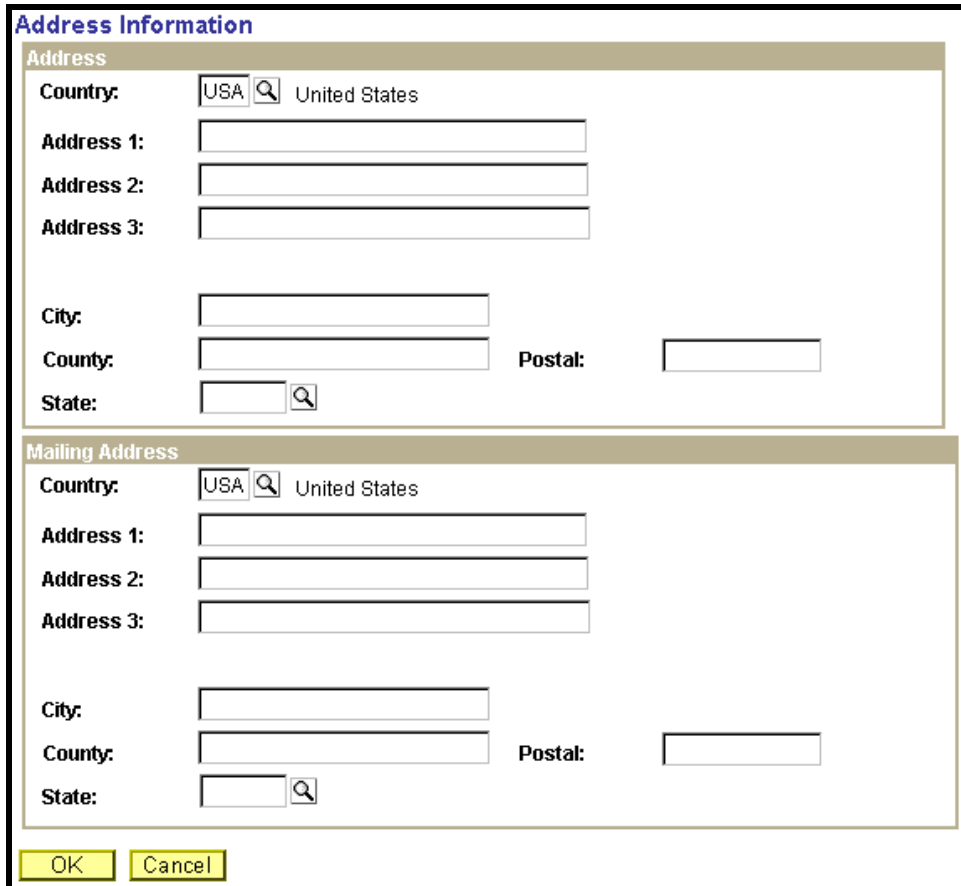
**20**

Review the data on the Personal Data page and modify if necessary.

**21**

Click the **Address Information** hyperlink.

The following **Address Information** sub-page appears:



The screenshot shows a web form titled "Address Information" with two main sections: "Address" and "Mailing Address". Each section contains fields for Country, Address 1, Address 2, Address 3, City, County, State, and Postal. The "Country" field is a dropdown menu currently showing "USA" with a search icon. The "State" field is also a dropdown menu with a search icon. The "Postal" field is a text input. At the bottom of the form are "OK" and "Cancel" buttons.

| Address    |   |
|------------|---|
| Country:   | <input type="text" value="USA"/> <input type="button" value="Q"/> United States |
| Address 1: | <input type="text"/>  |
| Address 2: | <input type="text"/>  |
| Address 3: | <input type="text"/>  |
| City:      | <input type="text"/>  |
| County:    | <input type="text"/>  |
| State:     | <input type="text"/> <input type="button" value="Q"/>                           |
| Postal:    | <input type="text"/>  |

| Mailing Address |   |
|-----------------|---|
| Country:        | <input type="text" value="USA"/> <input type="button" value="Q"/> United States |
| Address 1:      | <input type="text"/>  |
| Address 2:      | <input type="text"/>  |
| Address 3:      | <input type="text"/>  |
| City:           | <input type="text"/>  |
| County:         | <input type="text"/>  |
| State:          | <input type="text"/> <input type="button" value="Q"/>                           |
| Postal:         | <input type="text"/>  |

- 22 Review the data and modify if necessary.
- 23 Click  to return to the **Personal Data** page.
- 24 Click the **Veterans Info** hyperlink.

The following **Veterans Info** sub-page appears:

**Veterans Info**

|  |   |                        |
|--|---|------------------------|
| <b>Veterans Preference:</b>                                | None  |                        |
| <b>Veterans Status:</b>                                    | Not indicated   |                        |
| <b>Uniformed Service:</b>                                  |   |                        |
| <b>Military Separation Status:</b>                         |   | <b>Military Grade:</b> |
| <b>Military Service Start Date:</b>                        |   | <b>End Date:</b>       |
| <b>Reserve Category:</b>                                   |   |                        |
| <b>Creditable Military Service:</b>                        |   |                        |
| <input type="checkbox"/> <b>Notify Military Pay Center</b> | <input type="checkbox"/> <b>Veterans Preference RIF</b> |                        |
| <input type="checkbox"/> <b>Military Service Verified</b>  | <input type="checkbox"/> <b>Disabled Veteran</b>        |                        |


OK
Cancel

25 Review the data and modify if necessary.

26 Click **OK** to return to the **Personal Data** page.

27 Click the **Job** tab

The following **Job** page appears:



Home
Help

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing

Data Control
Personal Data
Job
Position
Compensation
Employment 1
Employment 2

Barcroft, John
EmplID: 0041
Empl Rcd#: 0

Job Data
View All
1 of 1

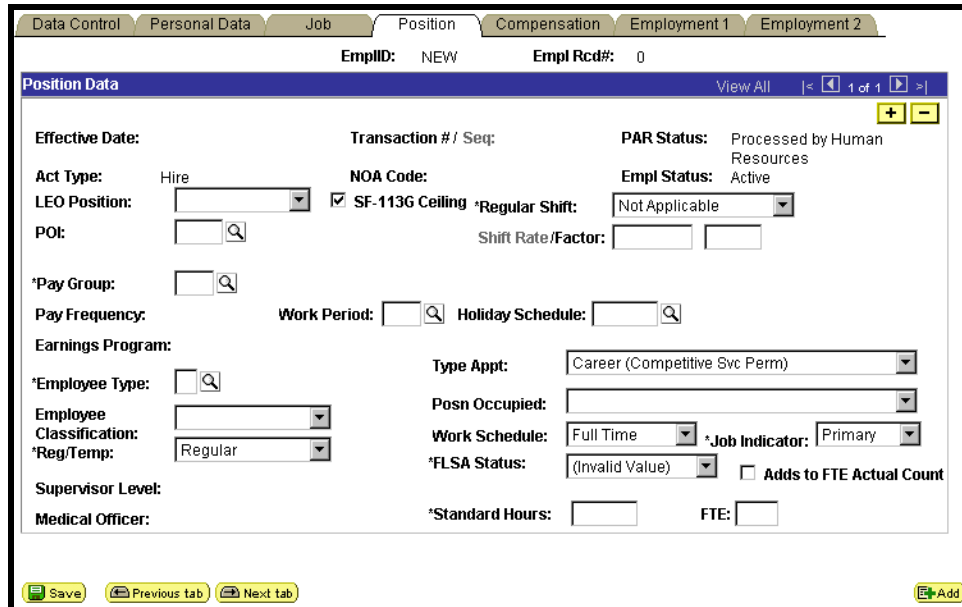
|  |  |   |
|--|--|---|
| <b>Effective Date:</b> 10/11/2001                          | <b>Transaction # / Seq:</b> 1          | <b>PAR Status:</b> Processed by Human Resources   |
| <b>Act Type:</b> Hire                                      | <b>NOA Code:</b> 101                   | <b>Empl Status:</b> Active                        |
| <b>Position:</b> 00006726                                  | GS- 0343- 09 PROGRAM ANALYST           | <input type="checkbox"/> <b>Posn Mgmt Rcd</b>     |
| <b>*Job Code:</b> 98H224                                   | GS- 0343- 09 PROGRAM ANALYST           | <input type="checkbox"/> <b>Position Override</b> |
| <b>*Agency:</b> HE Department of HHS                       | <b>Transferred From Agency:</b>        |   |
| <b>Sub-Agency:</b> 11 Program Support Center               | <b>Transferred To Agency:</b>          |   |
| <b>*Business Unit:</b> PSC00 Program Support Center        | <a href="#">Benefits/FEHB Data</a>     |   |
| <b>*Department:</b> PBJ DIVISION OF COMMISSIONED PERSONNEL | <a href="#">FGLI/Retirement/FICA</a>   |   |
| <b>*Location:</b> 241360031 Rockville                      | <a href="#">Departmental Hierarchy</a> |   |
| <b>Tax Location:</b> NA Not Applicable                     | <a href="#">Detail</a>                 |   |

Save
Return to Search
Previous tab
Next tab
Update/Display
Include History
Correct History

28 Review the data and modify if necessary.

29 Click the **Position** tab.

The following **Position** page appears:



Position Data

EmplID: NEW Empl Rcd#: 0

Effective Date: Transaction # / Seq: PAR Status: Processed by Human Resources

Act Type: Hire NOA Code: ☒ SF-113G Ceiling \*Regular Shift: Not Applicable

LEO Position:  POI:  Shift Rate/Factor:

\*Pay Group:  Pay Frequency: Work Period:  Holiday Schedule:

Earnings Program: Type Appt: Career (Competitive Svc Perm)

\*Employee Type:  Posn Occupied:

Employee Classification:  Work Schedule: Full Time \*Job Indicator: Primary

\*Reg/Temp: Regular \*FLSA Status: (Invalid Value) ☐ Adds to FTE Actual Count

Supervisor Level:  \*Standard Hours:  FTE:

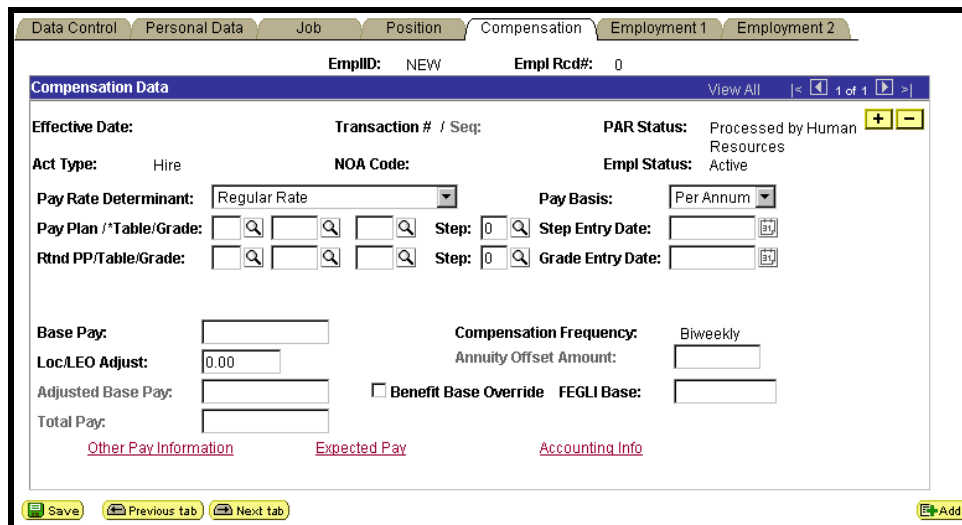
Medical Officer:

Save Previous tab Next tab Add

30 Review the data and modify if necessary.

31 Click on the **Compensation** tab.

The following **Compensation** page appears:



Compensation Data

EmplID: NEW Empl Rcd#: 0

Effective Date: Transaction # / Seq: PAR Status: Processed by Human Resources

Act Type: Hire NOA Code: ☒ SF-113G Ceiling \*Regular Shift: Not Applicable

Pay Rate Determinant: Regular Rate Pay Basis: Per Annum

Pay Plan /\*Table/Grade:    Step: 0 Step Entry Date:

Rtn PP/Table/Grade:    Step: 0 Grade Entry Date:

Base Pay:  Compensation Frequency: Biweekly

Loc/LEO Adjust: 0.00 Annuity Offset Amount:

Adjusted Base Pay:  ☐ Benefit Base Override FEGLI Base:

Total Pay:

Other Pay Information Expected Pay Accounting Info

Save Previous tab Next tab Add



- 35 Enter the **Step**.
- 36 Review the data and modify if necessary
- 38 Click on the **Accounting Information** hyperlink.

The following sub-page appears:

Home > [Administer Workforce](#) > [Administer Workforce \(USF\)](#) > [Use](#) > HR Processing

**Accounting Information**

Job Earnings Distribution: ☐ By Hours ☐ By Percent ☒ None

---

Compensation Rate: 110,094.400000 Standard Hours: 40.00

---

GL Pay Type:  Account Code:

---

View All First 1 of 1 Last

| Business Unit   | Department  | Job Code  | Position  | Shift                | Earn Code   |
|---|---|---|---|----------------------|---|
| <input type="text"/> <input type="button" value="Q"/> | <input type="text"/> <input type="button" value="Q"/> | <input type="text"/> <input type="button" value="Q"/> | <input type="text"/> <input type="button" value="Q"/> | <input type="text"/> | <input type="text"/> <input type="button" value="Q"/> |

---

| GL Pay Type          | Account Code  | Standard Hours       | Percent of Distribution |
|----------------------|---|----------------------|-------------------------|
| <input type="text"/> | <input type="text"/> <input type="button" value="Q"/> | <input type="text"/> | <input type="text"/>    |

- 39 Enter or modify the CAN in the **Account Code** field closer to the top of the page.

In the above example, a CAN code of 11990136 is listed.

### Common Account Number



The Common Account Number (CAN) is a required field.

### Procedure (cont'd)

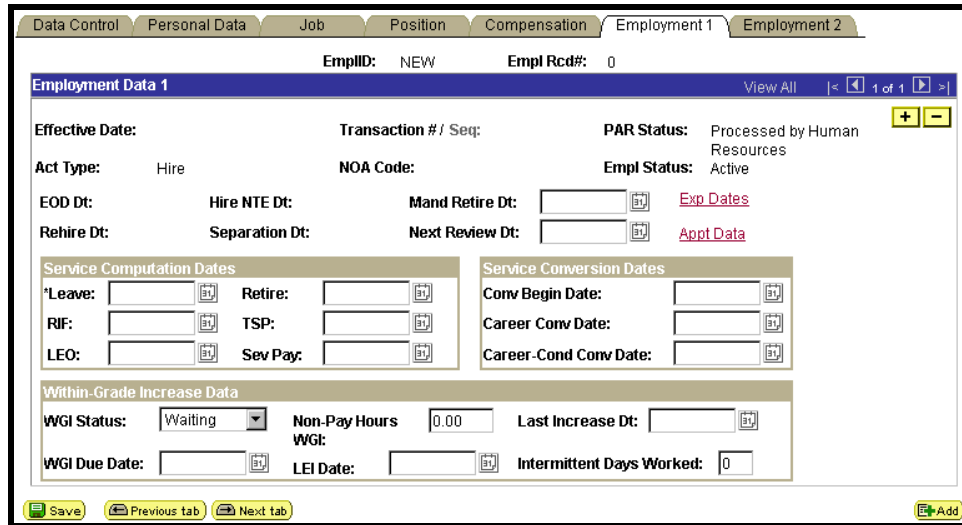
40

Click  to return to the **Compensation** page.

41

Click on the **Employment 1** tab.

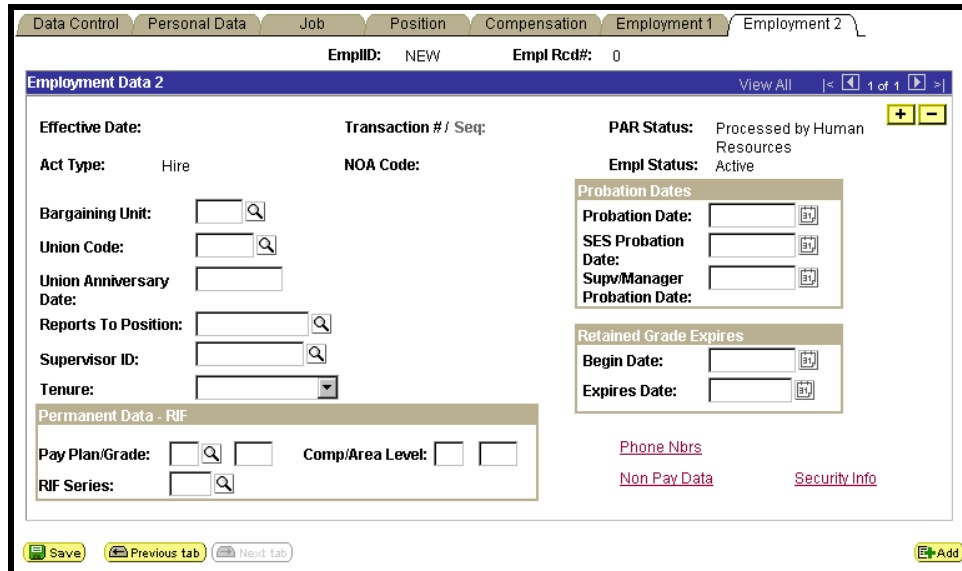
The following page appears:



42 Review the data and modify if necessary.

43 Click on the **Employment 2** tab.

The following page appears:



*NOTE: The following fields default based on the position selected:*

- **Bargaining Unit**
- **Union Code**
- **Reports To Position**



- 44 Confirm the **Reports To Position** for the employee.
- 45 In the **Tenure** field, select the appropriate type of tenure, as applicable.
- 46 As applicable, enter the employee's compensation level in the **Comp Level** field.
- 47 In the **Probation Date**, enter the completion date for the employee's probation, if applicable.

*NOTE: If this employee is a SES or Supervisor/Manager enter the probation completion date in the appropriate field.*

- 48 As applicable, enter the employee security information in the Security Info hyperlink.

- 49 Click .

*NOTE: Document the employee identification number (EMPLID) to facilitate future processing.*

---

#### Health Benefits Change



If the employee is transferring outside of the service area of their current health benefits coverage selection, the employee may change their health benefits. See Chapter 15, Section 3 for details on changing health benefits in EHRP.

---

#### Health Benefits and Pay



Validate the benefits and pay information for the employee.

---

#### Start Special Pay



If the employee is entitled to special pays for the new position, the special pay items must be started. See Chapter 12, Section 10a and Chapter 16, Section 4 for details about how to start special pay or allowances.

---



---

## **PROCESSING A CAO WHEN AN EMPLOYEE IS MOVING WITHIN AN AGENCY**

- 1** When an employee, is moving from one Admin Code to another within the same Agency, the above procedure can be followed or an alternate procedure can be implemented.
  - 2** At least one individual within each Agency will have access to all admin codes within that Agency. This person will most likely be in the SPO. Since this individual would have access to both the losing and gaining Admin Codes, this person would initiate the CAO. Follow the steps 1 – 20 of the Processing a CAO as the Losing Agency to initiate the action. Notify the appropriate individual in the Gaining Admin code to complete the action.
-